The Hunterdon Art Museum in Clinton, New Jersey, is seeking a Director of Education.

A contemporary art museum that has a particular interest in work that explores the intersection of art, craft, and design, HAM was founded in 1952 and is located in a nineteenth century grist mill that is on the National Historic Register.

The Director of Education reports directly to the Executive Director and is responsible for developing, implementing and managing the Education Department’s programs and plays a leading role in creating the vision and strategy for growth and sustainability of the Department.

The Director of Education oversees a studio program that includes more than 300 classes and workshops for children and adults including classes for those with developmental disabilities; a very active summer art camp; school and community programs; and interpretive programs such as docent-led tours, gallery talks, artist demonstrations, and written family guides. ArtZone, a drop-in space where visitors can create is also under the purview of the Education Department.

Duties and Responsibilities:

Oversee all functions of the Education Department.

Bring creative thinking to the development of current and new programs.

Work closely with the Executive Director and the Education Department’s staff to assess current programming and develop the direction of future programs.

Ensure that diversity, equity, and inclusivity are woven into the fabric of the department in both managing the department and in programming.

Manage the Museum’s studio school, which offers fall, winter, spring and summer classes, including summer art camp. HAM’s programs are for children as young as age 3 and continue through adulthood.

- Work closely with the Education Coordinator and teaching artists to develop classes and workshops.
- Work closely with the Special Projects Curator.
- Work closely with the public.
- Recruit, select, train, schedule and supervise education staff, which includes a part-time Education Coordinator, approximately 35 part-time teaching artists, occasional volunteers and summer interns.
- Develop and implement evaluation tools to measure, interpret, and analyze the outcomes of education programs.
• Manage the Museum’s studios, making sure supplies and equipment are available and in proper condition.
• Adhere to deadlines.
• Collaborate with the Executive Director to establish tuition.
• Oversee posting programs on the Museum’s website.
• Work with the Museum’s graphic designer on materials that will be used to publicize programs.

Develop and manage interpretive programs. Work closely with the Museum’s exhibition staff to connect exhibition content and themes to education programs.

Lead tours and give talks on the Museum’s exhibitions as needed.

Oversee Young Artists Showcase, a partnership with thirty schools that exhibit their students’ artwork at the Museum.

Manage an annual budget and oversee the purchasing of departmental supplies.

Serve as the Museum’s lead educational liaison with school districts, teachers, and art specialists.

Oversee the planning and implementation of art projects for HAM It Up, other HAM events as needed, and community events.

Work closely with the public, handle concerns, complaints and questions in a friendly, thoughtful manner.

Collaborate with development staff to assist in fundraising efforts.

Collaborate with the Museum’s Communications Coordinator to assist in publicizing education programs.

Perform other duties as assigned.

Requirements

Bachelor’s Degree (Master’s degree preferred) in fine arts, art education, museum education, art history or related field.

Professional experience in art education, preferably in a museum or art center.

Creative, big picture thinker

Supervisory and budget management experience.
Be a hands-on team player willing to pitch in.

Represent the Museum in a positive way to the public.

Ability to use sound judgment and discretion in dealing with sensitive matters.

Excellent written and oral communication skills

Proficiency with Microsoft Office suite and databases

Flexible, problem solver

Ability to manage many projects simultaneously

Ability to lift 50 pounds

Hunterdon Art Museum is an equal opportunity employer and is committed to diverse cultural and social perspectives. Employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or gender identity.

Please send a resume and cover letter to marjorie@hunterdonartmuseum.org with Education Director as the subject.